

# Standard Operating Procedures – Reassignment Orders Processing

## 1. REFERENCES:

- a. AR 600-8-11, Reassignment, dated 1 October 1990.
- b. AR 600-8-104, Military Personnel Information Management/Records, dated 27 April 1992.
- c. AR 600-8-105, Military Orders, dated 28 October 1994.
- d. AR 614-6, Permanent Change of Station Policy, dated 7 October 1985.
- e. AR 614-100, Officer Assignment Policies, details and Transfers, dated 20 September 2000.
- f. AR 614-30, Overseas Service, dated 30 September 2001.
- g. AR 614-200, Selection of Enlisted Soldiers for Training and Assignment, dated 12 July 2001
- h. Joint Federal Travel Regulation (JFTR) and all supporting MILPER messages and guidance.
- i. Local guidance.

2. PURPOSE: To outline the **basic standard** procedures for processing Enlisted Distribution and Assignment Management System (EDAS) cycles, officer Request for Orders (RFO) messages, and reassignment orders. Personnel Services Detachment (PSD) has the responsibility of referring to the appropriate regulations for rules and steps at each operating task outside of this SOP. This SOP **is not** all-inclusive.

3. RESPONSIBILITIES: In support of the above stated references, the Enlisted and Officer Redeployments Sections will process all Enlisted Distribution and Assignment Management System (EDAS) cycles, RFOs reassignment messages, and orders in a timely manner. The theater goal is that all Soldiers have their orders in hand NLT 90 days from their DEROS.

4. ASSIGNMENT INSTRUCTIONS: Supporting documents for Assignment Instructions (AI) needed to process orders are as follows:

- a. Enlisted: EDAS Individual Losing Assignment (AAA-234).
- b. Officers: Request for Orders (RFO). Officer information is not automatically populated into the 8<sup>TH</sup> PERSCOM Levy database. Once an officer receives an RFO, add the RFO information into the 8<sup>th</sup> PERSCOM Levy database.

c. Once a Soldier is identified for assignment, the Soldier and unit S1 are notified by a notification memo of the pending assignment upon receipt of the AAA-234 CAP Roster or RFO. The notification memo will instruct the Soldier to complete an on-line Levy Brief by logging on to the Levy Website, which can be accessed at <https://www-levybrief.korea.army.mil/>.

d. The Redeployments Section NCOIC will query all Soldiers currently on assignment instruction using ePortfolio, which can be accessed at <https://144.59.105.150/eportfolio/>, to verify which Soldiers on AI have completed an on-line Levy Brief. The report is found under the **PSD Reports** and is entitled **120-day DEROS** report.

## 5. SCREENING THE CAP ROSTER:

a. Perform screening by comparing the data on the AAA-234 (CAP Roster) and the MPRJ (201 file).

(1) Compare the DEROS and Arrival Month: If it is not possible for a Soldier to report in time to the new duty station due to a conflict in the DEROS and report date as indicated on the CAP Roster, provide the Detachment Personnel Technician with the names, conflicting dates, and SSN. The Detachment Personnel Technician will submit this information to HRC-Alexandria to have the Soldier's report date adjusted accordingly.

(2) The Soldier's report date will be NLT than prescribed report date on the CAP roster.

(3) Conduct Special Management Command (SMC) review using DA Form 5118-R (Reassignment Status and Election Statement) Part I in conjunction with table 2-1, IAW AR 600-8-11. If initial screening reveals a SMC assignment, compare the special assignment screening table (AR 600-8-11, table 2-5) against the Soldier's qualifications. Identify ineligible and start the Deletion/Deferment process if necessary.

(4) Conduct a general eligibility review using DA form 5118-R, Part II. Identify cases for special handling (for example, security clearance, TDY enroute, medical screening). Soldiers who are ineligible will be deleted from assignment using the Deletion/Deferment process.

(5) Soldiers that are eligible for reassignment will have color-coded folders to designate special requirements during the reassignment process as follows:

- |            |                                       |
|------------|---------------------------------------|
| (a) White  | Regular PCS                           |
| (b) Red    | Special Assignment (SMC)              |
| (c) Yellow | Security Clearance required           |
| (d) Blue   | Need Reenlistment/Extension paperwork |
| (e) Pink   | Overseas COT                          |
| (f) Green  | TDY                                   |

(6) If there are any discrepancies between the current MOS and the assignment MOS (including Additional Skill Identifier, Language and Security), according to the AAA-234 CAP Roster, check Soldier's 201 file for MOS orders. Check EDAS for additional instructions i.e. TDY that may change MOS or produce an ASI. If the Soldier is not eligible for the MOS on AI, submit a deletion/deferment action. If the Soldier is not eligible because he does not possess the proper ASI, contact Theater Army Replacement Operations (TARO), 8th PERSCOM to verify if the Soldier is scheduled to attend school for the required ASI. If not, submit a deletion/deferment action.

(7) If the Assignment Instruction (AI) security clearance exceeds the Soldier's current security clearance, notify the unit/BN S-1 that the Soldier does not possess the necessary security clearance. Send a suspense memorandum for 10 days after notification and contact the Soldier's branch to confirm if they want the Soldier to PCS on current AI or if a new AI will be published.

b. Time in Service (TIS) Remaining:

(1) Verify if the Soldier meets the following TIS requirements:

(a) CONUS assignment with TDY: Soldier must have time remaining as prescribed in AR 614-200 para 4-6.

(b) CONUS assignment without TDY: Soldier must have 6 months, 2 days upon arrival to new duty station not including travel and leave time.

(c) Overseas assignment: Soldier must have time remaining as prescribed in AR 614-30, para 3-5 (a) and 3-5 (b).

(d) Assignment to one of the Special Command Assignments: Soldier must have time remaining as prescribed in AR 600-8-11, Table 2-5.

(2) Soldier cannot PCS from Korea until reenlistment or foreign service tour extension documents have been approved extending their ETS.

(3) When a Soldier needs to be screened IAW AR 614-30, table 3-1, he must meet the Time in Service remaining requirement.

c. ETS: When a Soldier wants to ETS from the Army in lieu of reassignment back to CONUS, take the following actions:

(1) The Soldier must complete DA Form 4991 (Declination of Continued Service Statement). Submit the completed document to TARO DEROS Management cell to have the Soldier's DEROS administratively extended to two days prior to Soldier's ETS date.

(2) Submit a deletion from assignment IAW AR 600-8-11 (see Annex C).

d. Security Clearance: Verify information about security status on the CAP roster as follows:

(1) Compare the letter on SPF line and second letter on AI line on CAP rosters. If the SPF line is the same or higher than the letter on the AI line, the Soldier is qualified. If not, notify the unit S-1 to initiate a request for a security clearance based on the information on AI line.

(2) Security codes are as follows:

<b>1st letter (SPF)</b>		<b>2nd letter (AI)</b>	
A	SBI	A	TOPSEC-SCI
B	BI	B	TOPSEC-ISCI
C	NACI	C	ITOPSEC-ISCI
D	NAC-10-YR-AD	D	TOPSEC-ISCI
E	ENTNAC	E	SEC
G	PD-RIENVES-SBI	G	ISEC
H	ENTAC	H	SEC
I	PD-REINVES-BI	I	ISEC
J	PE-RIENVES-SBI	H	CONF
		J	ICONF
		K	REV-DOSR-RQRD
		L	CDA-SUSP
		M	CDA-NGRNT-FLD
		N	CDA-DND-CCF
		P	INTELIG-PSCLNC
		Y	NONE

(3) To determine the Soldier's current security status, refer to DA Form 873 (Certificate of Clearance and/or Security Determination) in the Soldier's 201 File.

e. Overseas Command: All soldiers on assignment to another overseas command must be medically screened and complete DA Forms 4036-R (Medical and Dental Preparation for Overseas Movement) and DA Form 5121-R (Overseas Tour Election Statement). Soldiers with dependents must submit DA Form 4787 (Request for Evaluation of Dependent Medical and Educational Problems) and DA Form 5888 (Family Member Deployment Screening Sheet).

f. TDY information:

(1) If the CAP roster shows a Soldier TDY enroute to his next duty station, the unit must submit the Soldier's height/ weight, APFT statement and a DA Form 31 (Request and Authority for Leave) signed by the unit commander. In the remarks section of the DA Form 31, the service member must type in the dates of his TDY and state if he is taking leave before or after his TDY. All days must be accounted for in the remarks section of the DA Form 31. The leave form must cover the time the Soldier leaves Korea and reports to his new permanent duty station.

(2) DEROS will not be adjusted to enable Soldiers to take leave and report to his TDY station in a timely manner. If a Soldier's class date precedes his DEROS, **the Reassignment Section will submit a curtailment to 8<sup>th</sup> PERSCOM DEROS Management Section to request for the DEROS to be adjusted to 10 days prior to the scheduled class date.** This ensures the service member will report prior to his class date. If the Soldier is requesting take leave that will require the DEROS to be adjusted more than 10 days, he will have to submit a request for curtailment through 8th PERSCOM, TARO. 8th PERSCOM can approve curtailments 30 days or less. DA will approve curtailments that are over 30 days.

(3) Curtailments cannot exceed 60 days to ensure the Soldier completes at least 10 months and 2 days of his tour to receive credit for a short tour.

(4) The reporting date will be established by adding leave, travel time and TDY enroute to the DEROS. This may result in a reporting date that is earlier than the reporting date shown on AI. In these cases, early reporting is authorized.

(5) For Soldiers curtailed in conjunction with a reassignment, the reporting date and the adjusted DEROS will be established following the rules IAW AR 600-8-11, Chapter 7, Section I 7-1 unless a specific adjusted DEROS is directed by the Soldier's command (IFSTE, International Hold, Court Martial).

(6) When any supporting documentation is required (i.e. POV shipment statement, POV storage receipt, marriage/birth certificates), PSD Redeployment Section will send out a suspense memorandum to the unit S1. If a unit S1 fails to provide documentation, orders will be cut without entitlements.

## 6. CONSTRUCTING THE LEVY PACKET:

a. Label for packet: The levy folder will be constructed with an identifying label as shown below:

LAST, FIRST MI	DEROS
RANK/SSN	
UNIT	

b. After a Soldier has completed the Levy Brief online, the following documents are added to the Soldier's levy packet:

- (1) Levy Briefing checklist (Levy Website).
- (2) DA Form 5118-R (Reassignment Status and Election Statement)
- (3) DA Form 5114-R (Airborne Assignment Statement), if required.
- (4) DA Form 5117-R (Voluntary Retirement Statement), if required.

(5) DA Form 4991-R (Declination of Continued Service Statement), if a Soldier decides that he will not reenlist. This document must be submitted to the Reassignment Section from the Soldier's retention NCO. If this document is not submitted within 30 days after the CAP roster date, the reassignment section will initiate the 4991-R and send it through the retention NCO for signature.

(6) First-Term Statement, if required.

b. Additional documents required based on CONUS/OCONUS AI:

(1) CONUS AI:

- Online Levy Brief checklist
- Assignment Instructions
- Copy of PT/Weapons Card, if required
- Any other pertinent documents needed to process orders (i.e. POV storage statement, command sponsorship orders, marriage certificate, birth certificate)

(2) In addition to the items listed above, Soldiers on OCONUS AI must have the following items:

- DA Form 4787-R (if Soldier has dependents)
- DA Form 5888 (if Soldier has dependents)
- DA Form 4036-R (Required)
- DA Form 5121-R (Required)

c. Verify if the Soldier requires any special actions. If the actions are still pending, the reassignment clerk will file the folder into the suspense file. Once the Soldier's packet is completed, the reassignment clerk will put all documentation and orders in the file folder.

## 7. PUBLISHING ORDERS:

a. Once the levy packet is complete, publish the orders using the Levy Website NLT 90 days from DEROS using steps outlined in Appendix 1.

b. Reassignment NCOIC will verify all orders for accuracy, ensuring orders format is correct. Each levy packet will contain 2 original orders for signature. Once the NCOIC has signed the orders, the Reassignment clerk will digitally send one copy to the S-1 and place that copy in the unit's distribution box. The other copy will be placed in the levy packet and filed.

c. Folders will be filed alphabetically by month of DEROS in the active files and transferred to the inactive file drawer monthly after one year. Inactive files will be retained locally for one calendar year then destroyed.

## 7. REQUESTING A DELETION/DEFERMENT:

a. Determine which Soldiers are not eligible for assignment instructions i.e., not enough time to PCS back to CONUS, 18 Month bonus recipients and command sponsored Soldiers whose DEROS dates are 24 months after arrival in country. These packets will be given to the Redeployments NCOIC with the documentation stating the reason for deletion.

b. The redeployments clerk will submit the deletion transaction through EDAS. Transaction codes for each reason for deletion are provided in AR 600-8-11, Table 2-1. After submitting a deletion transaction, the clerk will annotate on the levy folder the reason for deletion and file the folder in the suspense drawer. The NCOIC will check the status of all deletion and deferments weekly.

c. If the reassignment clerk requests a deletion and orders have been cut, he will revoke the PCS orders and hold distribution of the orders until DA approves the deletion.

d. Reenlistment AIs: To avoid unfulfilled reenlistment commitments, all reenlistment generated AIs (RETAIN) have an exclusive code. Only the Retention NCO can create Reenlistment AI changes to EDAS through RETAIN. All deletion/deferment and early arrival requests on reenlistment AIs must be forwarded to Theater Army Retention (TARE), 8<sup>th</sup> PERSCOM.

### e. Pregnant Soldiers:

(1) Pregnant Soldiers scheduled for reassignment to CONUS will submit a no fly memorandum to the Redeployment section. The no fly memo must be signed by a doctor, indicating a mandatory OCONUS departure date. If the DEROS must be adjusted more than 30 days, the Soldier must submit a curtailment through her unit to 8<sup>th</sup> PERSCOM.

(2) If the Soldier does not have assignment instructions, contact TARO to request an assignment for the Soldier. Once assignment instructions are received, the DEROS will be adjusted.

(3) Soldiers arriving at 1<sup>st</sup> Replacement Company (IRC) and identified as being pregnant will not proceed to their gaining unit. IRC will hold the Soldier and contact TARO for further assignment instructions.

f. Bar to Reenlistment: If a Soldier with AI has a Bar to Reenlistment, the following procedure will be followed:

(1) If more than 6 months remain before the report month, take no action. However, if separation proceedings are initiated before the departure month, request for the Retention NCO to change AEA Code to "B" (consideration for elimination from the service) in RETAIN and request immediate deletion.

(2) If the Soldier has between 3 and 6 months remaining before the departure month, request a deferment (up to 120 days) to complete required reviews, initiation of separation (if necessary) or removal of the Bar to Reenlistment.

(3) If the Bar to Reenlistment is removed before the report month, request for the unit Retention NCO to submit ERUP code "10" (fully eligible for reenlistment). Soldier will proceed on AI, and no further action is required.

(4) If less than 3 months remain before the departure month and the Soldier still has a Bar to Reenlistment in place, request a deletion through EDAS. Request that the Retention NCO submit an ERUP code of "9K" (Field Bar to Reenlistment) and an AEA code "A" within 6 months of termination date. The AEA code "A" will prevent the Soldier from being selected for reassignment by his career branch. The Soldier cannot PCS from overseas with a Bar to reenlistment.

#### 8. RULES FOR TDY PROCESSING:

a. The PSD will only process TDY enroute orders. TDY and return training (i.e. service schools) will be funded by the instillation/unit. The brigade to whom the Soldier is assigned will prepare a DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) for official travel listing the Brigade fund site.

b. 120 Day Scenario: Soldiers with TDY 120 days or more will not be covered by the Military Training Specific Allotment (MTSA) funds. This will be considered a PCS move.

c. PCS moves where the TDY location is the same as the new duty station will not be covered by the MTSA funds.

d. If a Soldier departs the losing duty station, attends TDY training at a location other than the new duty station, and then reports to the new duty station, the losing command/installation will pay only the per diem while the Soldier is in training. All travel costs are chargeable to the military personnel appropriation PCS open allotment fund.

e. Fund Cites/Accounting: All funds cites/accounting information for TDY enroute will be placed on TDY orders by the Resource Management Office (RMO), Eighth United States Army (EUSA).

#### 9. PROCESSING TDY ORDERS:

a. The reassignment clerk will create a TDY packet on all Soldiers identified on the EDAS CAP roster or RFOs as scheduled for TDY in conjunction with their PCS move.

b. Military Training Special Allotment (MTSA) fund cites are used only for those courses that meet HQDA G-3 guidance. CAP and RFO assignment instructions will direct whether or not MTSA funds will be used.



c. Orders format 400 will be used for Soldiers identified as requiring MTSA TDY orders (see Appendix 2). A copy of the EDAS CAP roster or RFO, APFT Score form (DA Form 705), ATTRS printout, and DA Form 31 will be forwarded to the RMO for all Soldiers with TDY orders.

d. RMO will assign the Fund Cite and return the completed format 400 to the reassignment section. **Orders will be released NET 30 days before DEROS.**

#### 10. PROCESSING IN-COUNTRY PCS ORDERS:

a. Soldier must provide RFO/EDAS with a DA Form 4187 (Personnel Action) or Memorandum of Acceptance from the gaining unit and a Letter of Release from the losing unit to 8<sup>th</sup> PERSCOM, TARO.

b. Soldier must complete an online Levy Brief.

c. If the Soldier's family members are already located in Korea with the Soldier, the gaining unit S-1 must provide the authorized Command Sponsored position number.

d. The PSD will use order format 425 to publish In-Country PCS orders (see Appendix 2).

e. Movement Designator Code (MDC) 3E will be used for Soldiers with RFO/EDAS assignment instructions authorizing a full cost move.

f. Unit Commanders will authorize any low cost move \$500 and below. MDC code 3F will be used.

g. Soldiers reassigned to another unit within the same MSC will not be considered an In-Country PCS move. The Bn or Bde S-1 will cut orders for inter-unit moves.

## Appendix 1 – Reassignments **Leader Checks**

### **COMMANDER/PERSONNEL TECHNICIAN**

#### **DAILY**

- Ensure that all PCS orders are cut within 7 days of CAP cycle or upon completion of levy brief
- Review PCS orders ensuring that orders are completed correctly prior to being signed
- Ensure timely submission of deletions and deferments into EDAS/TAPDB
- Ensure departure transactions are being submitted on EMILPO

#### **WEEKLY**

- Ensure CAP cycles are downloaded every Wednesday by COB
- Ensure 120 day DEROS roster is exported from ePortfolio and used to monitor soldiers that are on assignment and have completed a levy briefing
- Monitor soldiers not on assignment within 120 days of DEROS. Submit a report to TAPS and 8<sup>th</sup> PERSCOM liaison at HRC to request assignment instructions
- Ensure all PCS orders formats are administratively correct IAW AR 600-8-105
- Check orders distribution system

#### **MONTHLY**

- Ensure redeployment SOPs remain updated IAW PERMAST checklist, 8<sup>th</sup> PERSCOM standards, and regulatory guidelines
- Ensure orders are kept on file for 1 year
- Ensure all packets have required supporting documents and are filed IAW AR 25-400-2
- Ensure the SOPs are updated as regulations and policies change: Monitor HRC for changes published through DA MILPER messages and information papers
- Ensure redeployment clerks have a copy of the redeployment SOP on hand and each regulation governing Redeployments and Assignments, including the JFTR

## **SECTION NCOIC**

### **DAILY**

- Check for completed levy briefings and print them from the levy web site
- Cut all PCS orders within 7 days of CAP cycle or upon completion of levy brief
- Review all PCS orders ensuring that orders are completed correctly prior to being signed
- Ensure timely submission of deletions and deferments into EDAS/TAPDB
- Upon receipt of transition orders, delete soldiers from EDAS assignment
- Ensure all PCS orders formats are administratively correct IAW AR 600-8-105:
  - Verify soldiers eligible for dependent/POV travel from Korea by viewing approved command sponsorship and enclosing a copy of command sponsorship orders in levy packet
  - Soldiers with an approved COT are authorized HOR travel for the soldier only (unless command sponsored)
  - Ensure IPCOT/COT entitlements are stated correctly on orders and supporting documents are in the file
  - POV shipment is not authorized from Korea unless soldier served on an accompanied tour, was authorized POV shipment, or has an approved waiver from transportation
  - If soldier wishes to take leave which exceeds EDAS report date, a request must go to 8<sup>th</sup> PERSCOM TAPS for approval.
- Distribute orders to unit S-1 once orders are cut and signed
- Ensure departure transactions are being submitted on eMILPO
- Maintain all regulations governing Redeployments and Assignments on hand, including the JFTR
- Ensure packets have all supporting documents and are filed IAW AR 24-400-2

## **WEEKLY**

- Report stats to the PSD Chief by COB Monday of each week to include 30, 60 and 90 day soldiers with no AI. Remove soldiers that are within 12 months of ETS and submit a separate spreadsheet with their names to 8<sup>th</sup> PERSCOM DEROS management section for DEROS adjustment.
- Download CAP roster on Wednesdays by COB

## **MONTHLY**

- Ensure all eligible soldiers have access to PERNET, EDAS, MS51 and eMILPO
- Ensure filing cabinets are maintained IAW AR 25-400-2
- Ensure orders are kept on file for 1 year

## Appendix 2 – Reassignments Checklists

### ENLISTED REASSIGNMENTS CHECKLIST

STEPS	DESCRIPTION OF ACTION
<b>TASK 1</b>	<b>DETERMINE WHAT SOLDIERS NEED PCS ORDERS BY RUNNING A 120 DAY ROSTER FOR THE CURRENT MONTH USING EPORTFOLIO</b>
1	LOG INTO EPORTFOLIO USING <a href="https://144.59.105.150/eportfolio/">https://144.59.105.150/eportfolio/</a>
2	CLICK ON PSD REPORTS
3	CLICK ON 120 DAY DEROS
4	DROP ARROW FOR VALUES AND HIGHLIGHT 516A
5	PRESS FINISH
6	CLICK ON TOP LEFT ENVELOPE TO EXPORT
7	SELECT MICROSOFT EXCEL USING THE DROP ARROW FOR FILE FORMAT
8	PRINT REPORT
9	IDENTIFY SOLDIERS THAT APPEAR ON REPORT THAT HAVE COMPLETED A LEVY BRIEF BUT HAVE NOT RECEIVED ORDERS
10	CUT AND DISTRIBUTE ORDERS IMMEDIATELY
11	IDENTIFY SOLDIERS THAT APPEAR ON REPORT THAT HAVE NOT COMPLETED A LEVY BRIEF AND NOTIFY INDIVIDUAL AND S1 IMMEDIATELY
12	CAPTURE SOLDIERS THAT HAVE NOT BEEN PLACED ON ASSIGNMENT AND REPORT THEM WEEKLY TO THE PSD CHIEF FOR FORWARDING TO TAPS AND THE 8TH PERSCOM LIAISON
<b>TASK 2</b>	<b>CREATE FOLDERS FOR EACH SOLDIER ON ROSTER</b>
1	OPEN EDAS AND GO TO THE AQ SCREEN, TYPE SOLDIER'S SSN AND HIT ENTER PRINT THE FIRST SCREEN AND PRESS (F8), PRINT THE SECOND SCREEN, ENTER A "Q" IN THE SPECIAL INSTRUCTIONS BLOCK AND PRINT THE SCREEN. PLACE AN "N" IN THE NEXT SI BLOCK AND HIT ENTER. CONTINUE THIS PROCESS UNTIL THE LAST SI PAGE IS PRINTED. PLACE ALL PAGES IN THE CORRESPONDING FOLDER.
2	DETERMINE WHAT TYPE OF ASSIGNMENT THE SOLDIER IS ON AND PLACE THE ASSIGNMENT INSTRUCTIONS INSIDE THE COLOR CODED FOLDER.
3	GATHER ALL DOCUMENTS NECESSARY TO COMPLETE THE REASSIGNMENT. SEE MANDATORY DOCUMENTS LIST IN <b>APPENDIX 3</b>
<b>TASK 3</b>	<b>ORDER PRODUCTION</b>
1	SEE <b>APPENDIX 3</b> FOR INSTRUCTIONS ON HOW TO CUT EACH TYPE OF ORDER
<b>TASK 4</b>	<b>RULES FOR SOLDIERS DECLINING AIRBORNE ASSIGNMENT</b>
1	SOLDIERS WHO DECLINE THE AIRBORNE ASSIGNMENT MUST HAVE THEIR "P" IDENTIFIER REMOVED AND THEIR ASSIGNMENT DELETED. A NEW AI MUST BE OBTAINED AND ORDERS PRODUCED
<b>TASK 5</b>	<b>RULES FOR REQUESTING CONCURRENT TRAVEL FOR DEPENDENTS GOING TO OVERSEAS ASSIGNMENT</b>
1	HAVE SOLDIER COMPLETE DA FORMS 4787-R, 4036-R AND 5888 SIGNED BY A DOCTOR AND SEND TO THE 1ST PERSCOM LIAISON FOR GERMANY AND THE FT RICHARDSON POC FOR ALASKA ON THE CONTACT SHEET AT <b>APPENDIX 4</b>
2	AUTHORIZE THE SOLDIER DEFERRED TRAVEL FOR DEPENDENTS UNTIL THIS IS ACCOMPLISHED

3	SOLDIERS GOING TO HAWAII WILL BE PROCESSED IAW MILPER MESSAGE 02-183
<b>TASK 6 PROCESSING SOLDIERS WITH CURTAILMENTS</b>	
1	THE SOLDIER MUST BRING A COPY OF THE APPROVED CURTAILMENT TO THE PSB IF THE SOLDIER DOES NOT HAVE A COPY CALL MRS KIM AT THE 8TH PERSCOM FSTE SECTION
2	ENSURE SIDPERS RECEIVES A COPY OF THE CURTAILMENT TO ADJUST THE DEROS AND CUT AN AMENDMENT ORDER CHANGING THE AVAL DATE AND THE REPORT DATE
<b>TASK 7 PROCESSING COMPASSIONATE REASSIGNMENTS</b>	
1	SOLDIERS WITH APPROVED COMPASSIONATE REASSIGNMENTS WILL SHOW UP ON THE STATESIDE ATTACHMENT SPREADSHEET THAT IS SENT FROM THE 8TH PERSCOM LNO
2	CHECK THE SOLDIERS THAT APPEAR ON THE STATESIDE ATTACHMENT SPREADSHEET EVERY DAY USING THE EDAS PC SCREEN. IF COMPASSIONATE IS APPROVED PULL EDAS SI AND PRODUCE THE ORDER WITH THE AVAL DATE AS THE DA REPORT DATE AND THE REPORTING DATE ON THE SAME DAY.
3	SEND A COPY OF THE ORDERS TO THE UNIT AND THE 8TH PERSCOM LNO
<b>TASK 8 RECRUITING ASSIGNMENTS</b>	
1	WHEN SOLDIERS COME DOWN ON A RECRUITING ASSIGNMENT DO NOT SEND THEM TO FT KNOX KY. INFORM THE SOLDIER THAT THEY MUST CALL THE USAREC POC ON THE POC LIST AT <b>APPENDIX 4</b> TO COMPLETE A PHONE INTERVIEW. THEN EMAIL THE POC AT USAREC TO GET THE RFO TO COMPLETE THE ORDERS

### OFFICER REASSIGNMENTS CHECKLIST

STEPS	DESCRIPTION OF ACTION
<b>TASK 1 DETERMINE WHAT OFFICERS NEED PCS ORDERS BY RUNNING A 120 DAY ROSTER FOR THE CURRENT MONTH USING EPORTFOLIO</b>	
1	LOG INTO EPORTFOLIO USING <a href="https://144.59.105.150/eportfolio/">https://144.59.105.150/eportfolio/</a>
2	CLICK ON PSD REPORTS
3	CLICK ON 120 DAY DEROS
4	DROP ARROW FOR VALUES AND HIGHLIGHT 516A
5	PRESS FINISH
6	CLICK ON TOP LEFT ENVELOPE TO EXPORT
7	SELECT MICROSOFT EXCEL (DO NOT SELECT EXCEL "DATA ONLY") USING THE DROP ARROW FOR FILE FORMAT
8	PRINT REPORT
9	IDENTIFY SOLDIERS THAT APPEAR ON REPORT THAT HAVE COMPLETED A LEVY BRIEF BUT HAVE NOT RECEIVED ORDERS
10	CUT AND DISTRIBUTE ORDERS IMMEDIATELY
11	IDENTIFY SOLDIERS THAT APPEAR ON REPORT THAT HAVE NOT COMPLETED A LEVY BRIEF AND NOTIFY INDIVIDUAL AND S1 IMMEDIATELY

12	IDENTIFY SOLDIERS THAT HAVE NOT BEEN PLACED ON ASSIGNMENT AND REPORT THEM WEEKLY TO THE PSD CHIEF FOR FORWARDING TO TAPS AND THE 8TH PERSCOM LIAISON
<b>TASK 2</b>	<b>NOTIFY EACH OFFICER OF ASSIGNMENT VIA EMAIL USING TOPMIS II WEBSITE</b>
1	OPEN INTERNET EXPLORER
2	IN ADDRESS WINDOW TYPE: <a href="https://www.topmis.hoffman.army.mil/orbmain/default.asp">https://www.topmis.hoffman.army.mil/orbmain/default.asp</a> PRESS GO. YOU WILL NEED TO HAVE YOUR AKO USERID/PASSWORD
3	ENTER TOPMIS-2 LOGIN AND PASSWORD PRESS SUBMIT
4	GO TO ASSIGNMENT INSTRUCTIONS LINK AND DOUBLE CLICK CHOOSE OFFICER ASSIGNMENT INSTRUCTIONS
5	ENTER OFFICER'S SSN AND CLICK THE NO DATE CIRCLE PRESS SUBMIT
6	CLICK ON OFFICER'S NAME AN ADOBE ACROBAT FILE WILL OPEN. REVIEW FILE TO ENSURE THAT THE RFO IS CURRENT (FOR NEXT ASSIGNMENT) AND PRINT.
7	CLICK ON THE SAVE BUTTON AND SAVE IT TO YOUR HARD DRIVE.
8	OPEN MICROSOFT EXCHANGE AND SEND FILE AS AN ATTACHMENT TO THE OFFICER, THE OFFICER'S S-1 AND THE REDEPLOYMENT NCOIC. INCLUDE IN THE EMAIL THAT THE OFFICER MUST LOG ON TO THE LEVY WEBSITE AT <a href="https://www-levybrief.korea.army.mil/">https://www-levybrief.korea.army.mil/</a> AND COMPLETE THE ONLINE LEVY BRIEFING
<b>TASK 3</b>	<b>COMPLETE NON EDAS TRANSACTION ON EMILPO TO ENABLE OFFICER TO COMPLETE LEVY WEB BRIEF</b>
1	LOG INTO EMILPO
2	GO TO PERSONNEL REASSIGNMENTS PRESS ENTER
3	GO TO PSC REASSIGNMENT PROCEDURES PRESS ENTER
4	GO TO PREPARE/ UPDATE LOSING ASSIGNMENT DATA FOR NON-EDAS INSTRUCTIONS PRESS ENTER
5	TYPE OFFICER'S SSN PRESS ENTER
6	SELECT OFFICERS NAME PRESS ENTER
7	TYPE DATE HIGHLIGHTED ON THE SCREENS (GET THE INFORMATION FROM THE) PRESS ENTER UNTIL YOU RETURN TO THE SCREEN WITH PREPARE/ UPDATE LOSING ASSIGNMENT DATA FOR NON-EDAS INSTRUCTIONS ON IT
<b>TASK 4</b>	<b>CREATE FOLDERS FOR EACH SOLDIER ON ROSTER</b>
1	DETERMINE WHAT TYPE OF ASSIGNMENT THE OFFICER IS ON AND PLACE THE RFO IN A MANILLA FOLDER (I.E. TDY ENROUTE, SPECIAL ASSIGNMENT, OCONUS TO OCONUS)
2	GATHER ALL DOCUMENTS NECCESARY TO COMPLETE THE REASSIGNMENT, SEE MANDATORY DOCUMENTS LIST AT <b>APPENDIX 3</b>
<b>TASK 5</b>	<b>ORDER PRODUCTION</b>
1	SEE <b>APPENDIX 3</b> FOR INSTRUCTIONS ON HOW TO CUT EACH TYPE OF ORDER
<b>TASK 6</b>	<b>RULES FOR REQUESTING CONCURRENT TRAVEL FOR DEPENDENTS GOING TO OVERSEAS ASSIGNMENT</b>
1	HAVE OFFICER COMPLETE DA FORMS 4787-R,4036-R AND 5888 (SIGNED BY A DOCTOR) AND SEND TO THE 1ST PERSCOM LIASION FOR GERMANY AND THE FT RICHARDSON POC FOR ALASKA ON THE CONTACT SHEET AT <b>APPENDIX 4</b>

<b>2</b>	AUTHORIZE THE OFFICER DEFERRED TRAVEL FOR DEPENDENTS UNTIL THIS IS ACCOMPLISHED
<b>3</b>	OFFICERS GOING TO HAWAII WILL BE PROCESSED IAW MILPER MESSAGE 02-183
<b>TASK 7</b>	<b>PROCESSING SOLDIERS WITH CURTAILMENTS</b>
<b>1</b>	THE OFFICER MUST BRING A COPY OF THE APPROVED CURTAILMENT TO THE PSB. IF THE OFFICER DOES NOT HAVE A COPY CALL MRS KIM AT THE 8TH PERSCOM FSTE SECTION
<b>2</b>	ENSURE THE TARO DEROS MANAGER RECEIVES A COPY OF THE CURTAILMENT TO ADJUST THE DEROS AND CUT AN AMENDMENT ORDER CHANGING THE AVAL DATE AND THE REPORT DATE
<b>NOTE</b>	<b>ALL OTHER ACTIONS ARE COMPLETED IAW ENLISTED CHECKLIST</b>



## Appendix 3 – Orders Formats and Requirements

### 1. **400 TDY ORDER**

To cut a TDY order, you need the following documents:

1. EDAS printout (**PE** screen 3 and 5, **AQ** screen 1)
2. Redeployment statement (levy checklist)
3. Leave form (DA Form 31) with proceed time, number of days of actual leave requested and TDY dates.
4. Height/weight statement (DA form 705)
5. APFT Record, DA Form 705 (can't be over 30 days from the time of PCS).
6. ATTRS report (**RS** screen 1 and 2).
7. Record of emergency data (DD Form 93).
8. Copy of PCS orders assigning soldier to Korea.

### 2. **410 PCS ORDER**

To cut a PCS order, you need the following documents:

1. EDAS printout (**PE** screen 3 and 5, **AQ** screen 1)
2. Redeployment statement (levy checklist)
3. Record of emergency data (DD Form 93).
4. Copy of PCS orders assigning soldier to Korea.

### 3. **700 AMENDMENT ORDER**

To cut an amendment order, you need the following documents:

1. Supporting documentation for amendment (i.e. marriage/birth certificate, POV shipment authorization).
2. Levy packet with original order.

### 4. **700 EMERGENCY PCS ORDER**

To cut an emergency PCS order, you need the following documents:

1. Regular PCS order.
2. DA Form 31, requesting an emergency leave with an LTC commander's signature.
3. Soldier must be within 60 days of his DEROS.

### 5. **705 REVOCATION ORDER**

To cut a revocation order, you need the following documents:

1. Levy packet with original order.
2. Copy of document supporting the revocation. (i.e., deletion of assignment, more than two amendments already published, court martial proceedings)

## Appendix 4 – Contact List

AGENCY	POC	PHONE#	EMAIL ADDRESS
8TH PERSCOM TARO SGM	SGM CHIPCHASE	DSN 724-7936 COMM 02-7914-7936	<a href="mailto:chipchasea@usfk.korea.army.mil">chipchasea@usfk.korea.army.mil</a>
8TH PERSCOM FSTE SECTION	MRS KIM	DSN 724-6638 COMM 02-7914-6638	<a href="mailto:kimk@usfk.korea.army.mil">kimk@usfk.korea.army.mil</a>
8TH PERSCOM LNO	SSG BELTON	DSN 312-221-0569 COMM 703-325-0569	<a href="mailto:willie.belton@hoffman.army.mil">willie.belton@hoffman.army.mil</a>
USFK TRANSPORTATION OFFICE	MR KEANER	DSN 768-8185 COMM 53-470-8185	<a href="mailto:keanerg@usfk.korea.army.mil">keanerg@usfk.korea.army.mil</a>
8TH ARMY RMO	SFC CRUZ	DSN 723-7544 COMM 02-7913-7676	<a href="mailto:nockless@usfk.korea.army.mil">nockless@usfk.korea.army.mil</a>
1ST SIG BDE RMO	MRS OH	DSN 723-4925 COMM 02-7313-4925	<a href="mailto:ohy@usfk.korea.army.mil">ohy@usfk.korea.army.mil</a>
1ST PERSCOM (GERMANY)	MR HOWELL	DSN 315-379-7981	<a href="mailto:kelvin.howell@hq.1perscom.army.mil">kelvin.howell@hq.1perscom.army.mil</a>
FT RICHARDSON (ALASKA)	SGT HODGE	DSN 317-384-1967 COMM 907-384-1967	<a href="mailto:trevor.hodge@richardson.army.mil">trevor.hodge@richardson.army.mil</a>
USAREC	SPC CURRIE	DSN 312-536-0255 COMM 502-626-0255	<a href="mailto:chasity.currie2@usarec.army.mil">chasity.currie2@usarec.army.mil</a>